

CONFIDENTIAL

13 FEB 1963

MEMORANDUM FOR: Chief, WH Division

SUBJECT : Delinquent Advance - []

25X1A9A

REFERENCE : a. FD Memo of 9 October 1962
b. WH Memo of 2 November 1962
c. WH Memo of 14 December 1962

1. The delinquent advance of \$500.00 charged to [] represents an advance of funds made at [] on 21 June 1960. At that time, the Station was instructed to forward the advance to Headquarters where an accounting would be made. For various reasons not fully known to the Certifying Officer, the Division has been unable to render an accounting for this advance.

2. In the most recent memorandum from the WH Division, clearance of this account was anticipated prior to 15 January 1963. Since this date is now past, and accountings still have not been received, this account is being brought to your personal attention in an effort to obtain the necessary documentation for expenditure. If the Division is still unable to produce the necessary accountings, it is suggested that consideration be given to the preparation of a special request for write off as outlined in []. We would appreciate notification by 11 March 1963 of the progress being made in clearing this account.

[]
Chief, Finance Division

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DOC	25	REV DATE	18-3-90	B	[]
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